Evaluation Entry System NCOER (CSM/SGM)

Module 6d: NCOER (CSM/SGM)

as of 10 June 2015

Agenda

- Accessing Evaluation Entry System (EES)
- Landing Page
- Initiating NCOER
- Administrative Data
- Performance Assessment
- Potential Assessment
- Editing NCOER
- Signing and Submitting NCOER
- Status Tracking

Unclassified

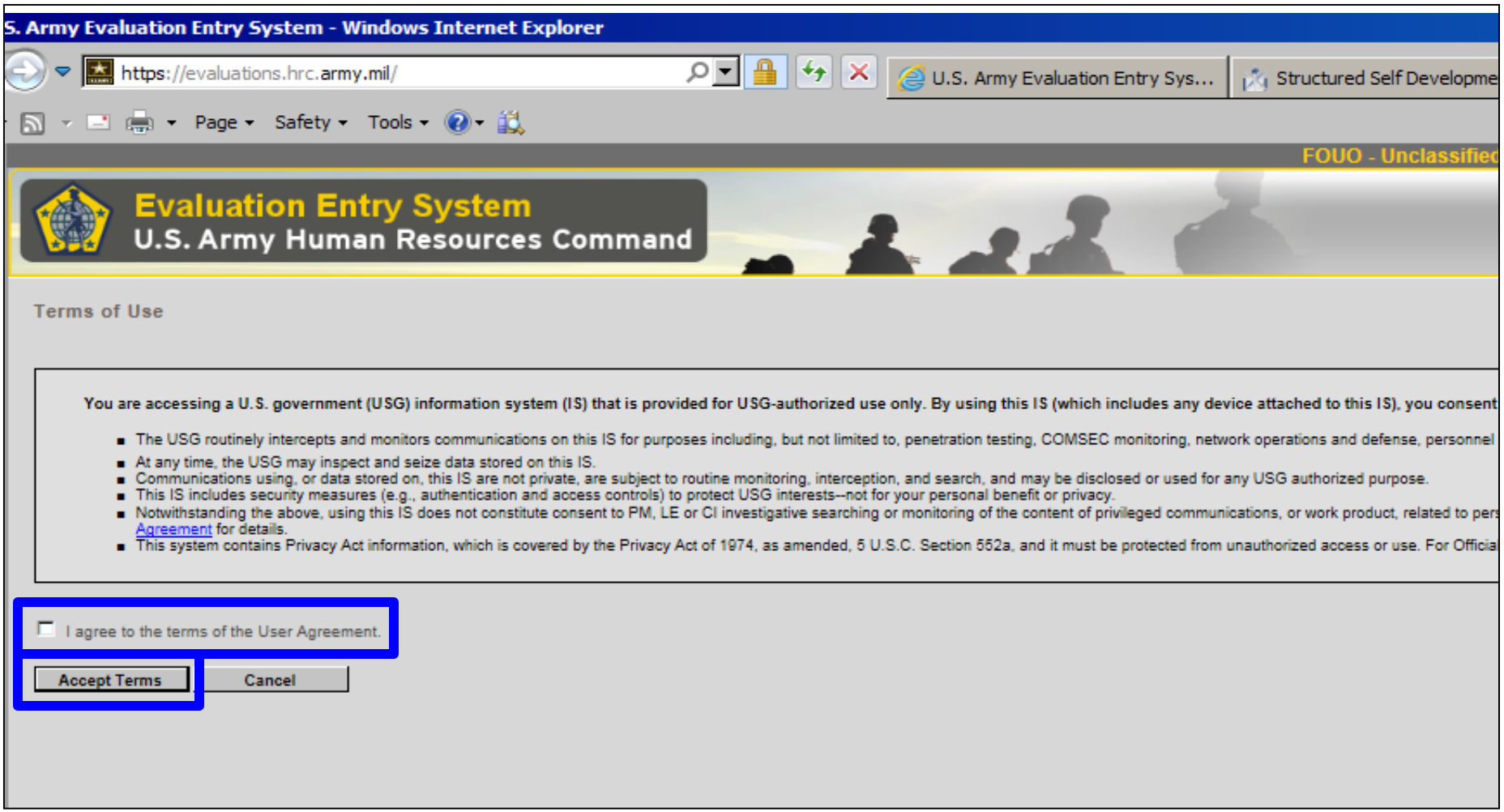
Evaluation Entry System (EES)

https://evaluations.hrc.army.mil/
(EES website)

https://evalentry.hrc.army.mil/
(NCOER training environment)

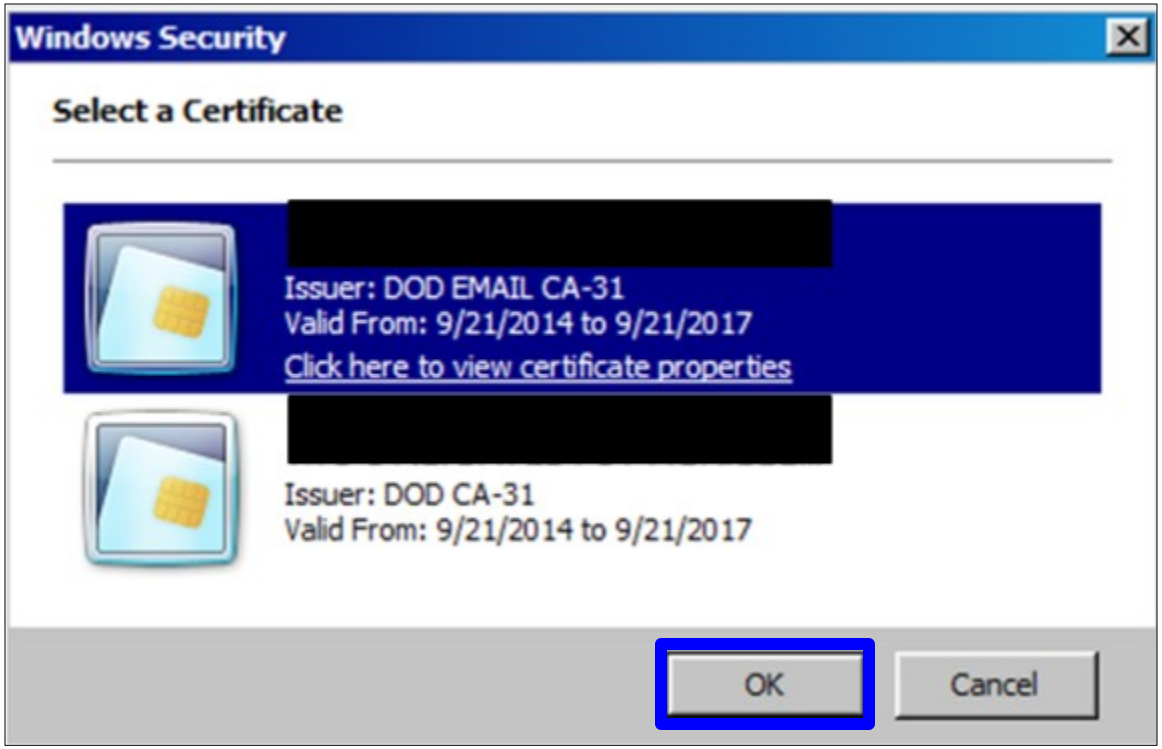
Unclassified

EES Terms Page


S. Army Evaluation Entry System - Windows Internet Explorer
https://evaluations.hrc.army.mil/
U.S. Army Evaluation Entry Sys...
Structured Self Developme
Page
Safety
Tools
FOUO - Unclassified
Evaluation Entry System
U.S. Army Human Resources Command
Terms of Use
You are accessing a U.S. government (USG) information system (IS) that is provided for USG-authorized use only. By using this IS (which includes any device attached to this IS), you consent
The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel
At any time, the USG may inspect and seize data stored on this IS.
Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG authorized purpose.
This IS includes security measures (e.g., authentication and access controls) to protect USG interests--not for your personal benefit or privacy.
Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to pers
Agreement for details.
This system contains Privacy Act information, which is covered by the Privacy Act of 1974, as amended, 5 U.S.C. Section 552a, and it must be protected from unauthorized access or use. For Officia
I agree to the terms of the User Agreement.
Accept Terms
Cancel

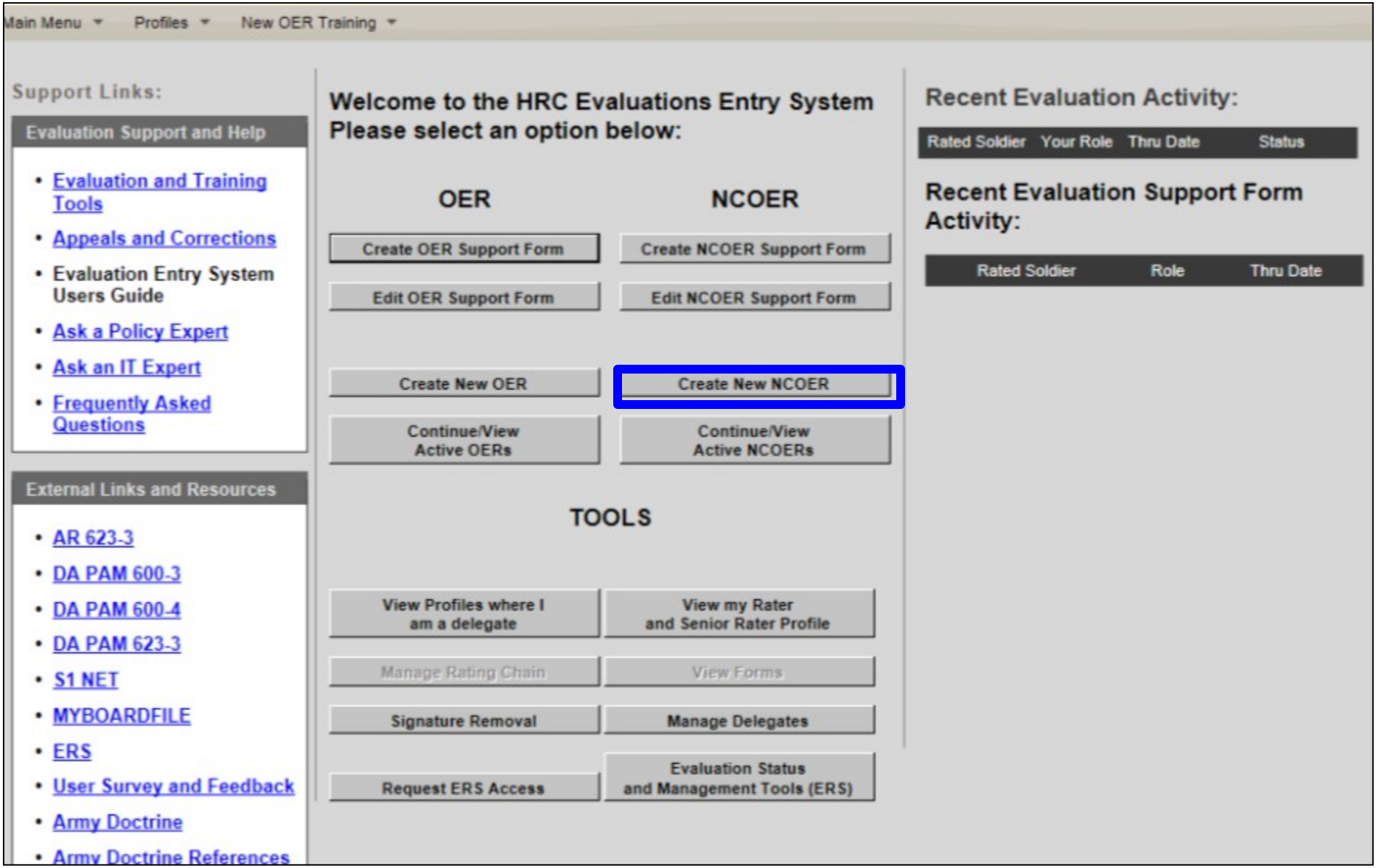
Unclassified

EES Digital Credentials



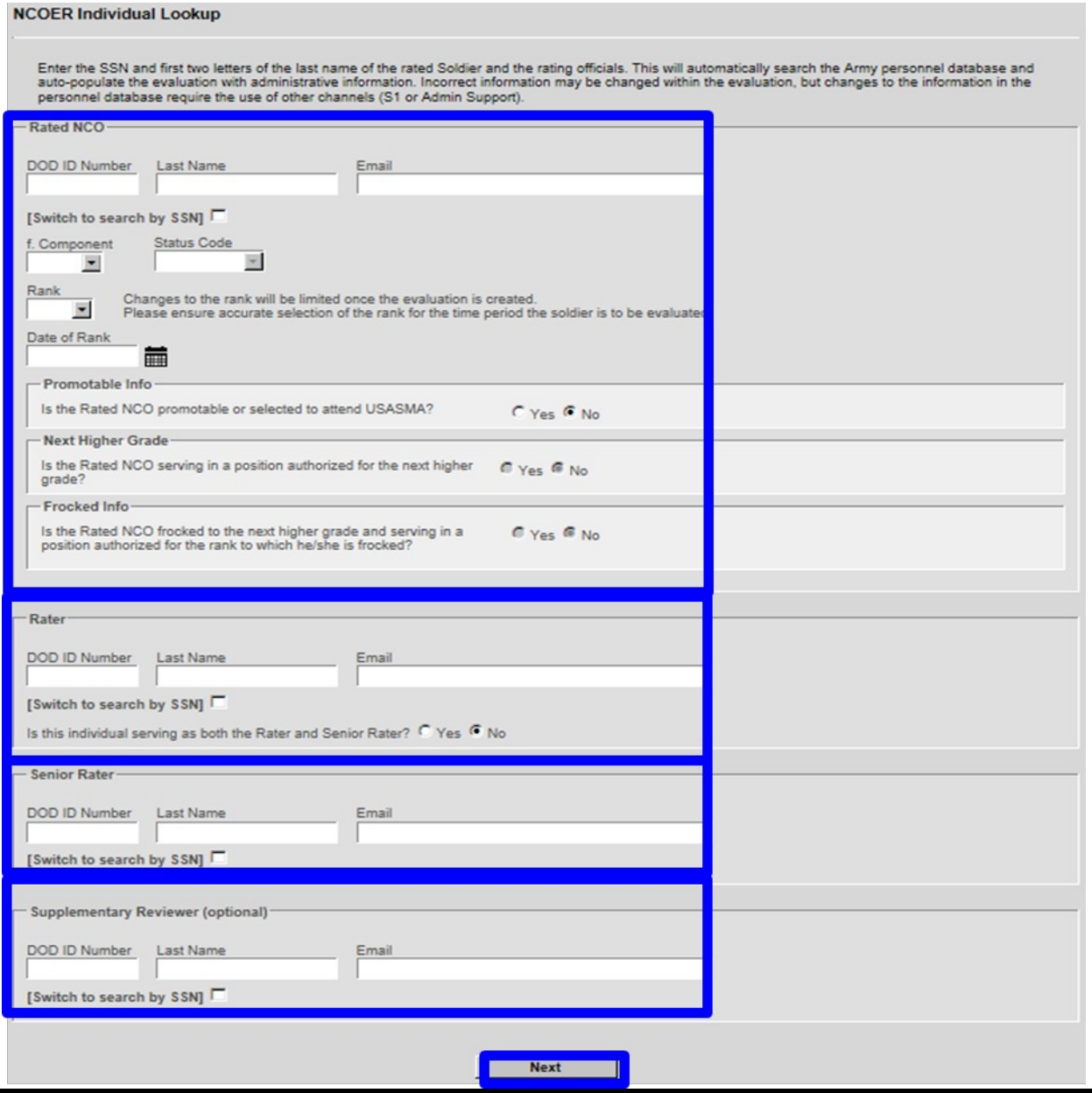
Unclassified

EES Landing Page



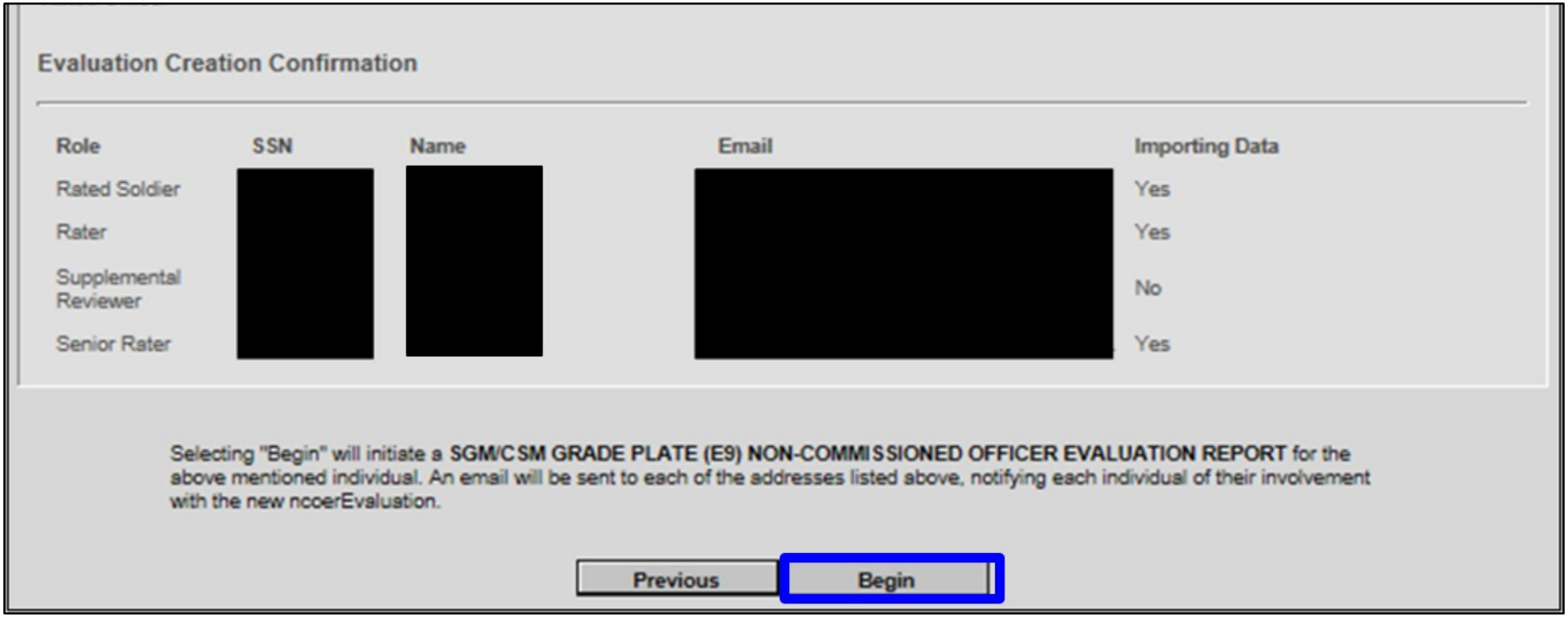
Unclassified

NCOER Creation


NCOER Individual Lookup
Enter the SSN and first two letters of the last name of the rated Soldier and the rating officials. This will automatically search the Army personnel database and auto-populate the evaluation with administrative information. Incorrect information may be changed within the evaluation, but changes to the information in the personnel database require the use of other channels (S1 or Admin Support).
Rated NCO
DOD ID Number
Last Name
Email
[Switch to search by SSN]
f. Component
Status Code
Rank
Changes to the rank will be limited once the evaluation is created.
Please ensure accurate selection of the rank for the time period the soldier is to be evaluate
Date of Rank
Promotable Info
Is the Rated NCO promotable or selected to attend USASMA?
Yes
No
Next Higher Grade
Is the Rated NCO serving in a position authorized for the next higher grade?
Yes
No
Frocked Info
Is the Rated NCO frocked to the next higher grade and serving in a position authorized for the rank to which he/she is frocked?
Yes
No
Rater
DOD ID Number
Last Name
Email
[Switch to search by SSN]
Is this individual serving as both the Rater and Senior Rater?
Yes
No
Senior Rater
DOD ID Number
Last Name
Email
[Switch to search by SSN]
Supplementary Reviewer (optional)
DOD ID Number
Last Name
Email
[Switch to search by SSN]
Next

Unclassified

NCOER Creation Confirmation



Unclassified

Rated NCO's Administrative Data

a. NAME (Last, First, Middle Initial)	b. SSN (or DOD ID No.)	c. RANK	d. DATE OF RANK (YYYYMMDD)	e. PMOSC
SOLDIER, RATED		SGM	20140301	11B6O

f. UNIT, ORG., STATION, ZIP CODE OR APO, MAJOR COMMAND	g. STATUS CODE	h. UIC	i. REASON FOR SUBMISSION
HHC, 1BN, 3BDE, Fort Best, 11111, FC	RA	WAAAAA	02 | Annual

j. PERIOD COVERED		k. RATED MONTHS	l. NON RATED CODES	m. NO. OF ENCLOSURES	n. RATED NCO'S EMAIL ADDRESS (.gov or .mil)
FROM (YYYYMMDD)	THRU (YYYYMMDD)				
20150320	20160318	12		0	@MAIL.MIL

Admin Data

a. Last Name: SOLDIER | First Name: RATED | M.I. | Suffix

b. DOD ID Number ✔ — Clear DoDID

c. Rank: SGM | d. Date of Rank: 20140301

Promotable Info

Is the Rated Soldier promotable and serving in a position authorized for the next higher grade? ○ Yes ◉ No

Next Higher Grade

Is the Rated Soldier serving in a position authorized for the next higher grade? ○ Yes ◉ No

Frocked Info

Is the Rated Soldier frocked to the next higher grade and serving in a position authorized for the rank to which he/she is frocked? ○ Yes ◉ No

e. PMOSC: 11B6O

f. Unit, Org.: HHC, 1BN, 3BDE | Station: Fort Best | Zip or APO: 11111

Major Command: FC - US ARMY FORCES COMMAND

g. Component/Status Code: RA

h. UIC Code: WAAAAA | n. Rated NCO's AKO Email Address: @MAIL.MIL

Must use .gov or .mil

Exit | Next | Save | Go to Signatures | Print Draft

Unclassified

Rated NCO's Administrative Data (cont.)

a. NAME (Last, First, Middle Initial)	b. SSN (or DOD ID No.)	c. RANK	d. DATE OF RANK (YYYYMMDD)	e. PMOSC
SOLDIER, RATED		SGM	20140301	11B6O

f. UNIT, ORG., STATION, ZIP CODE OR APO, MAJOR COMMAND	g. STATUS CODE	h. UIC	i. REASON FOR SUBMISSION
HHC, 1BN, 3BDE, Fort Best, 11111, FC	RA	WAAAAA	02 | Annual

j. PERIOD COVERED		k. RATED MONTHS	l. NON RATED CODES	m. NO. OF ENCLOSURES	n. RATED NCO'S EMAIL ADDRESS (.gov or .mil)
FROM (YYYYMMDD)	THRU (YYYYMMDD)				
20150320	20160318	12		0	@MAIL.MIL

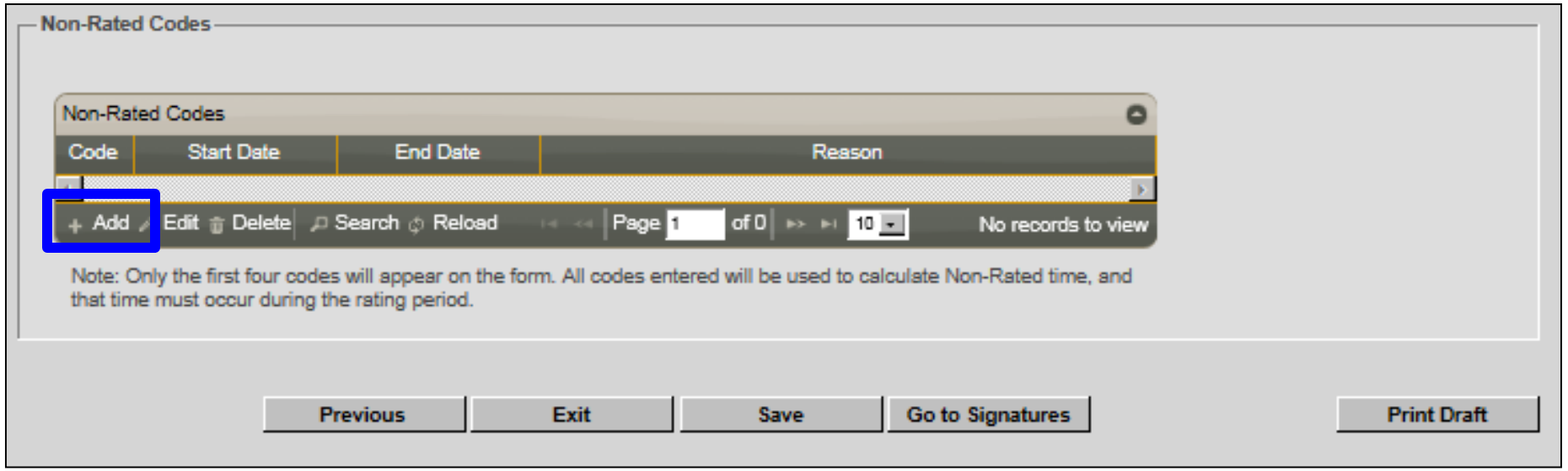
Admin Data Continued

i.Reason For Submission	02 | Annual
j.From Date	20150320
Thru Date	20160318
k. Rated Months	12
Rated Days	365
l. Non-Rated Codes	SELECT NON-RATED CODES

Previous | Exit | Next | Save | Go to Signatures | Print Draft

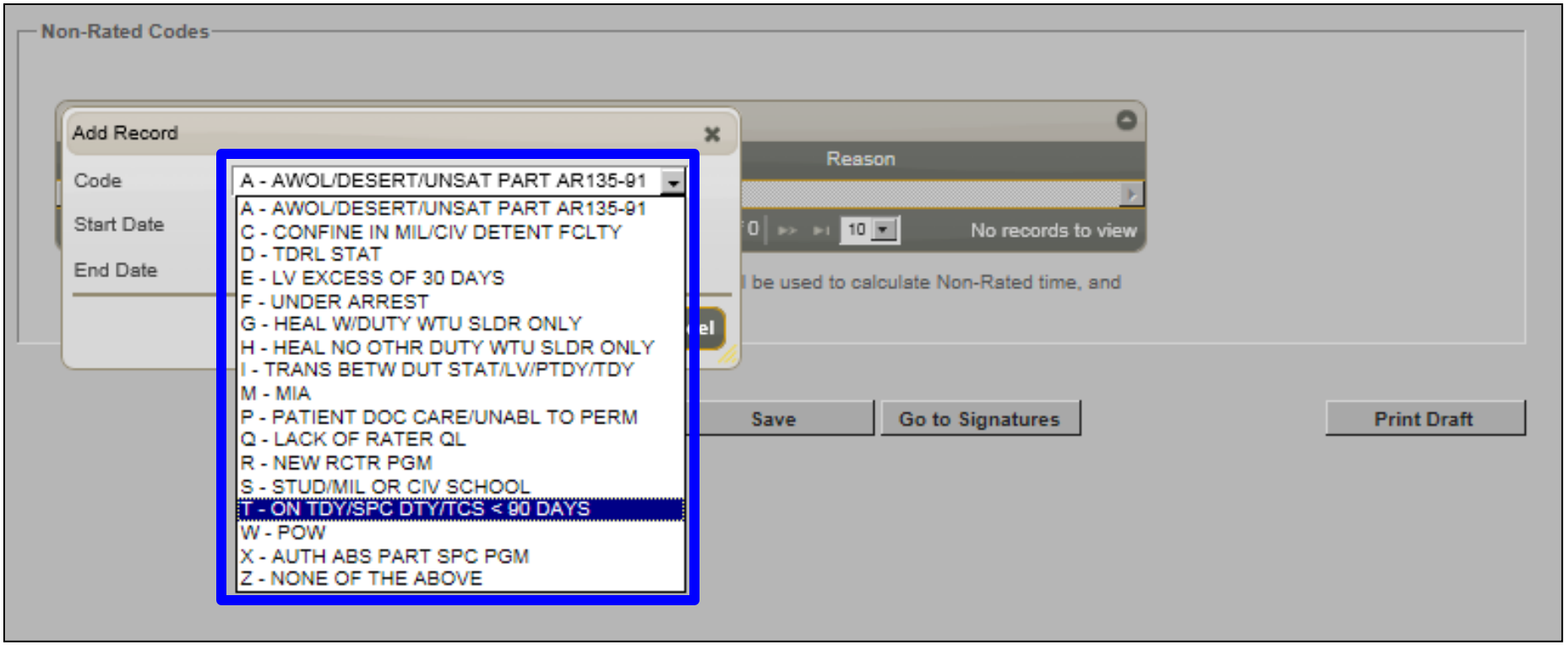
Unclassified

Non-Rated Codes



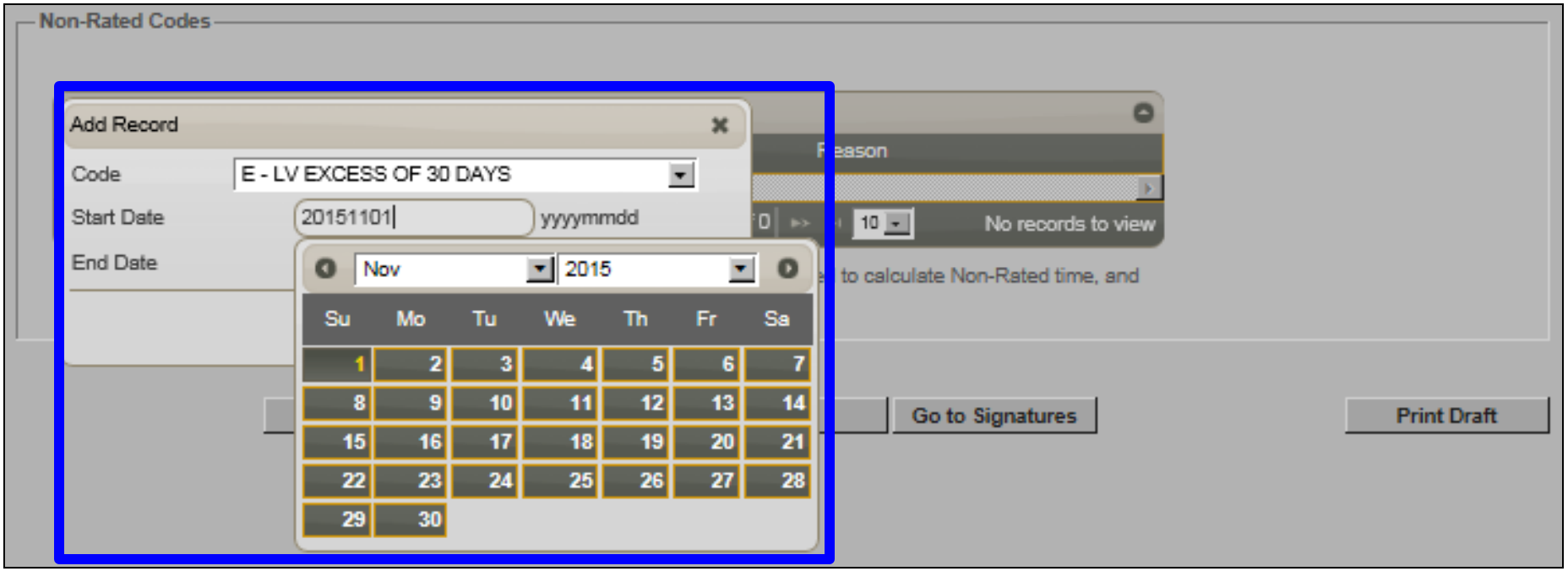
Unclassified

Non-Rated Codes (cont.)


Non-Rated Codes
Add Record
Code
Start Date
End Date
A - AWOL/DESERT/UNSAT PART AR135-91
A - AWOL/DESERT/UNSAT PART AR135-91
C - CONFINE IN MIL/CIV DETENT FCLTY
D - TDRL STAT
E - LV EXCESS OF 30 DAYS
F - UNDER ARREST
G - HEAL W/DUTY WTU SLDR ONLY
H - HEAL NO OTHR DUTY WTU SLDR ONLY
I - TRANS BETW DUT STAT/LV/PTDY/TDY
M - MIA
P - PATIENT DOC CARE/UNABL TO PERM
Q - LACK OF RATER QL
R - NEW RCTR PGM
S - STUD/MIL OR CIV SCHOOL
T - ON TDY/SPC DTY/TCS < 90 DAYS
W - POW
X - AUTH ABS PART SPC PGM
Z - NONE OF THE ABOVE
Reason
No records to view
be used to calculate Non-Rated time, and
Save
Go to Signatures
Print Draft

Unclassified

Non-Rated Codes (cont.)



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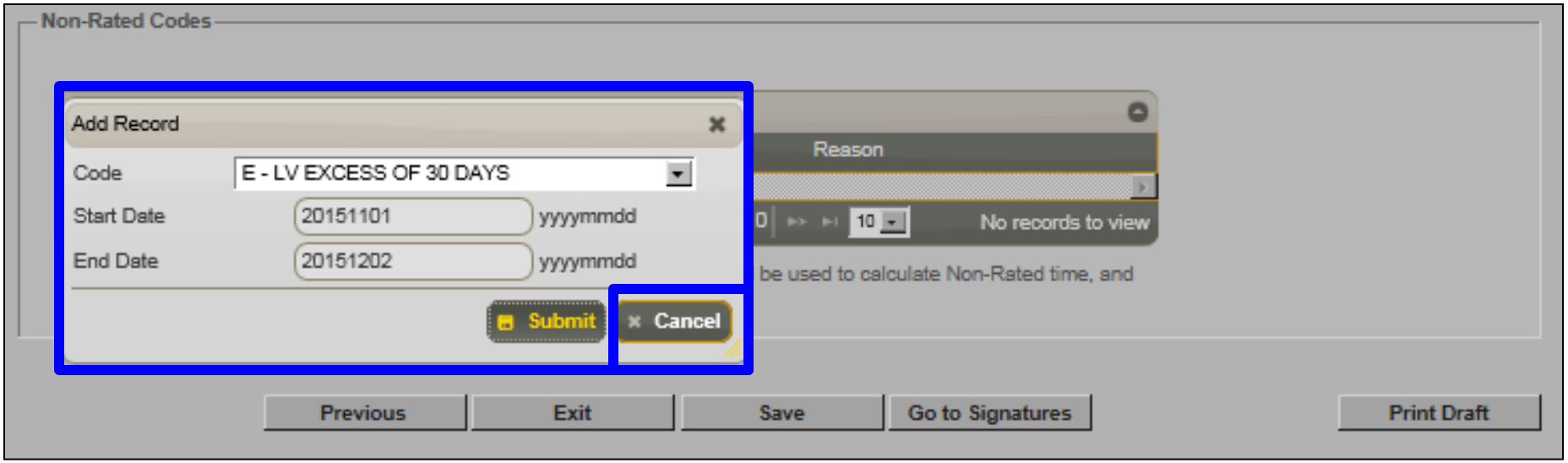
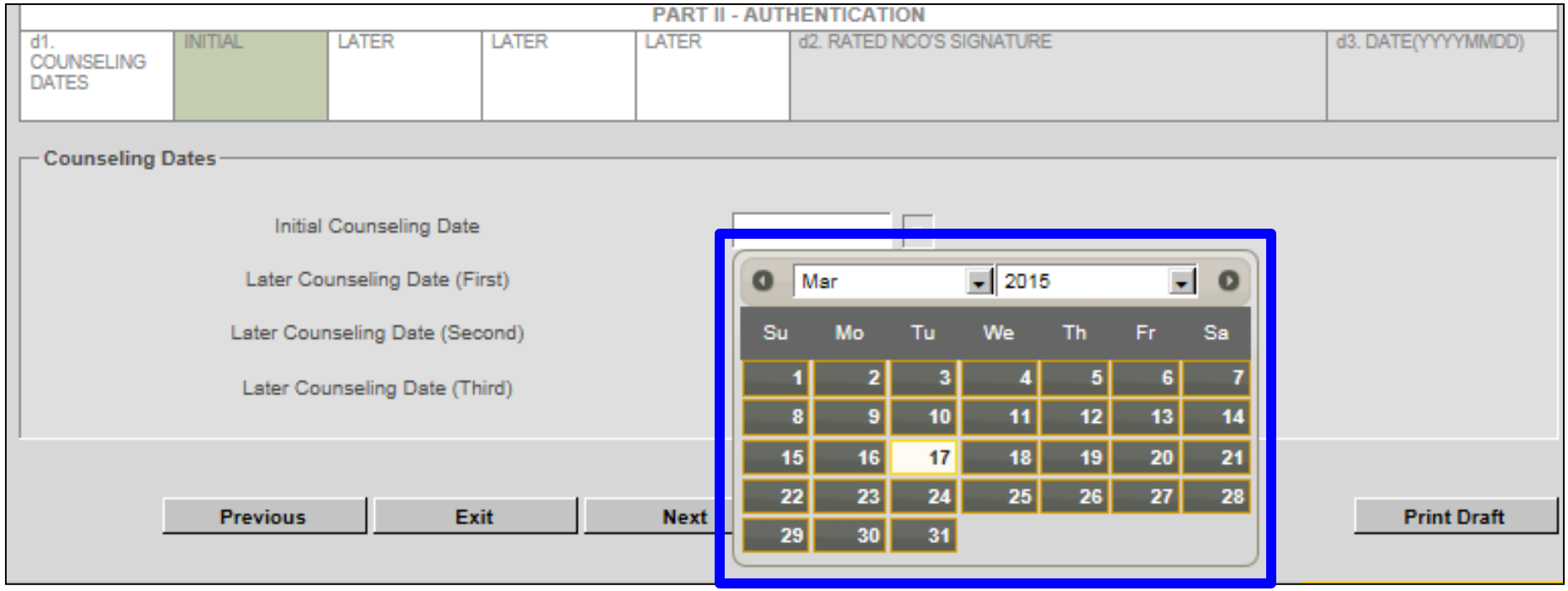
Non-Rated Codes (cont.)



Unclassified

Counseling Dates



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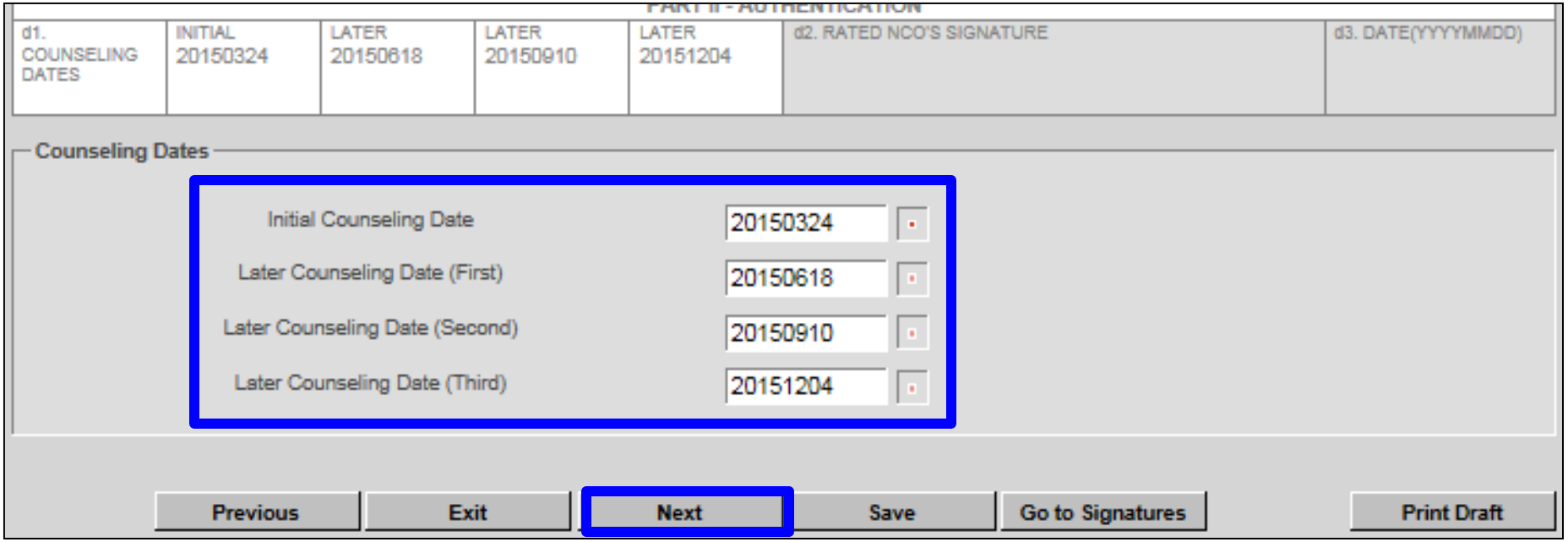
Counseling Dates (cont..)



Unclassified

Check on Learning

1. In August 2015, what will happen to the data entered into the NCOER Training Environment?

2. Ideally who should create a new NCOER in EES?

3. Can Rating Officials access an NCOER if their DOD ID / SSN is incorrectly entered into EES?

4. Does the User have to manually calculate the number of Rated Months?

Unclassified

Rater

Print For Manual Submission | Exit | Submit to HQDA | Manage Enclosures | Delete

To edit a particular selection, choose the appropriate button below:

Rated Soldier | Rater | Senior Rater | Reviewer

Rater Enlisted Advisor | Senior Rater Enlisted Advisor

SGM TO CSM GRADE PLATE (E9) NON-COMMISSIONED OFFICER EVALUATION REPORT
For use of this form, see AR 623-3; the proponent agency is DCS, G-1.

See Privacy Act Statement in AR 623-3.

PART I - ADMINISTRATIVE DATA

a. NAME (Last, First, Middle Initial)	b. SSN (or DOD ID No.)	c. RANK	d. DATE OF RANK (YYYYMMDD)	e. PMOSC
SOLDIER, RATED		SGM	20140301	11B6O

f. UNIT, ORG., STATION, ZIP CODE OR APO, MAJOR COMMAND	g. STATUS CODE	h. UIC	i. REASON FOR SUBMISSION
HHC, 1BN, 3BDE, Fort Best, 11111, FC		WAAAAA	02 | Annual

j. PERIOD COVERED FROM (YYYYMMDD)	j. PERIOD COVERED THRU (YYYYMMDD)	k. RATED MONTHS	l. NON RATED CODES	m. NO. OF ENCLOSURES	n. RATED NCO'S EMAIL ADDRESS (.gov or .mil)
20150320	20160318	12		0	@MAIL.MIL

PART II - AUTHENTICATION

a1. NAME OF RATER (Last, First, MI)	a2. SSN (or DOD ID No.)	a3. RATER'S SIGNATURE	a4. DATE
RATER, SOLDIER'S		Why Can't I sign?	

a5. RANK PMOSC ORGANIZATION DUTY ASSIGNMENT	a6. RATER'S EMAIL ADDRESS (.gov or .mil)
LTC, 11A, HHC, 1BN, 3BDE, Battalion Commander	@MAIL.MIL

b1. NAME OF SENIOR RATER (Last, First, MI)	b2. SSN (or DOD ID No.)	b3. SENIOR RATER'S SIGNATURE	b4. DATE
RATER, SENIOR		Click Here to Sign	

b5. RANK PMOSC ORGANIZATION DUTY ASSIGNMENT	b6. SENIOR RATER'S EMAIL ADDRESS (.gov or .mil)
COL, 11A, HHC, 3BDE, Brigade Commander	@MAIL.MIL

c1. SUPPLEMENTARY REVIEW REQUIRED?	c2. NAME OF SUPPLEMENTARY REVIEWER (Last, First, MI)	c3. RANK PMOSC/BRANCH ORGANIZATION DUTY ASSIGNMENT
○ Yes ◉ No		

c4. COMMENTS ENCLOSED?	c5. SUPPLEMENTARY REVIEWER'S SIGNATURE	c6. DATE(YYYYMMDD)	c7. SUPPLEMENTARY REVIEWER'S EMAIL ADDRESS (.gov or .mil)
○ Yes ○ No			

RATED NCO: I understand my signature does not constitute agreement or disagreement with the assessments of the rater and senior rater. I further understand my signature verifies that the administrative data in Part I, the rating officials and counseling dates in Part II, the duty description in Part III, and the APFT and height/weight entries in Part IVa and IVb are correct. I have seen the completed report. I am aware of the appeals process of AR 623-3.

d1. COUNSELING DATES	INITIAL	LATER	LATER	LATER	d2. RATED NCO'S SIGNATURE	d3. DATE(YYYYMMDD)
	20150324	20150618	20150910	20151204		

Unclassified

Rater Administrative Data

a1. NAME OF RATER (Last, First, MI)	a2. SSN (or DOD ID No.)	a3. RATER'S SIGNATURE	a4. DATE (YYYYMMDD)
RATER, SOLDIER'S			
a5. RANK PMOSC/BRANCH ORGANIZATION DUTY ASSIGNMENT		a6. RATER'S EMAIL ADDRESS (.gov or .mil)	
LTC, 11A, HHC, 1BN, 3BDE, Battalion Commander		@MAIL.MIL	

Rater Info

a1. Last Name	First Name	M.I.	Suffix
RATER	SOLDIER'S		

a2. DOD ID Number ✔

Clear DoDID

a5. Rank	PMOSC/Branch	Organization	Duty Assignment
LTC	11A	HHC, 1BN, 3BDE	Battalion Commander

a6. Email Address (.gov or .mil)

@MAIL.MIL

Must use .gov or .mil

Exit | Next | Save | Go to Signatures | Print Draft

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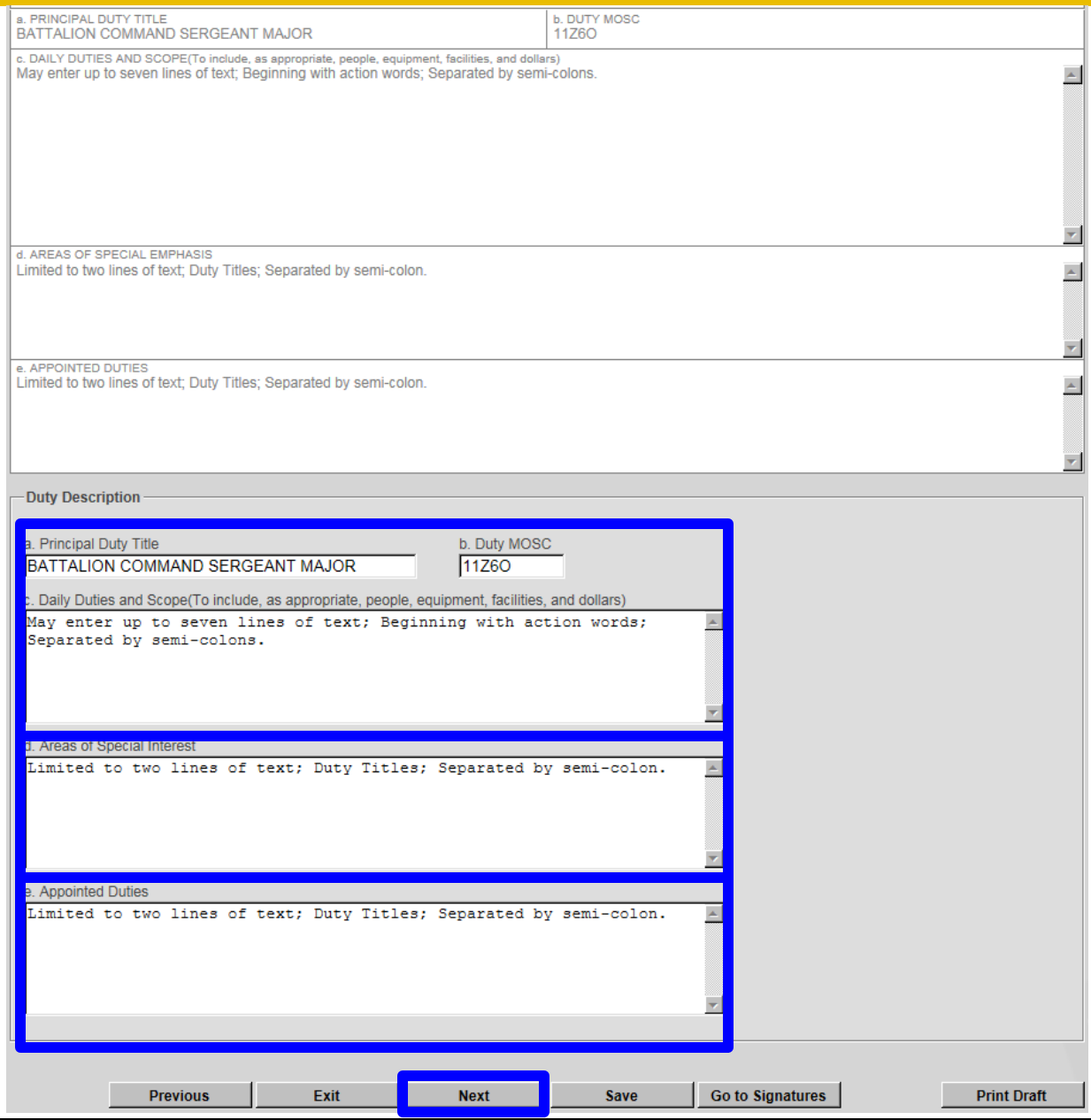
Duty Description


a. PRINCIPAL DUTY TITLE
BATTALION COMMAND SERGEANT MAJOR
b. DUTY MOSC
11Z6O
c. DAILY DUTIES AND SCOPE(To include, as appropriate, people, equipment, facilities, and dollars)
May enter up to seven lines of text; Beginning with action words; Separated by semi-colons.
d. AREAS OF SPECIAL EMPHASIS
Limited to two lines of text; Duty Titles; Separated by semi-colon.
e. APPOINTED DUTIES
Limited to two lines of text; Duty Titles; Separated by semi-colon.
Duty Description
a. Principal Duty Title
BATTALION COMMAND SERGEANT MAJOR
b. Duty MOSC
11Z6O
c. Daily Duties and Scope(To include, as appropriate, people, equipment, facilities, and dollars)
May enter up to seven lines of text; Beginning with action words; Separated by semi-colons.
d. Areas of Special Interest
Limited to two lines of text; Duty Titles; Separated by semi-colon.
e. Appointed Duties
Limited to two lines of text; Duty Titles; Separated by semi-colon.
Previous
Exit
Next
Save
Go to Signatures
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Physical Fitness

SGM TO CSM GRADE PLATE (E9) NON-COMMISSIONED OFFICER EVALUATION REPORT
For use of this form, see AR 623-3; the proponent agency is DCS, G-1.

See Privacy Act Statement in AR 623-3.

PART IV - PERFORMANCE EVALUATION - PROFESSIONALISM, COMPETENCIES, AND ATTRIBUTES (Rater)

a. APFT Pass/Fail/Profile: PASS Date: 20151023 b. Height: 56 Weight: 150 Within Standard? YES

Comments required for "Failed" APFT, or "Profile" when it precludes performance of duty, and "No" for Army Weight Standards

May enter up to five lines of text.

Performance Evaluation

Pass/Fail/Profile	APFT Date	Height (inches)	Weight (lbs)	Meets Bodyfat Standards
PASS	20151023	56	150	(•) Yes ( ) No

Required Comments (optional with "Pass" rating)

May enter up to five lines of text.

Previous | Exit | Next | Save | Go to Signatures | Print Draft

Unclassified

Character Narrative

SGM TO CSM GRADE PLATE (E9) NON-COMMISSIONED OFFICER EVALUATION REPORT
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PART IV - PERFORMANCE EVALUATION - PROFESSIONALISM, COMPETENCIES, AND ATTRIBUTES (Rater)

c. 1) Character:
(Adherence to Army Values, Empathy, and Warrior Ethos/ Service Ethos and Discipline. Fully supports SHARP, EO, and EEO.)

MET STANDARD (●) DID NOT MEET STANDARD ( )

May enter up to five lines of text in narrative format.

Performance Evaluation Comments

Character

MET STANDARD (●) DID NOT MEET STANDARD ( )

Character

May enter up to five lines of text in narrative format.

Previous | Exit | Next | Save | Go to Signatures | Print Draft

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Rater Performance

SGM TO CSM GRADE PLATE (E9) NON-COMMISSIONED OFFICER EVALUATION REPORT
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PART IV - PERFORMANCE EVALUATION - PROFESSIONALISM, COMPETENCIES, AND ATTRIBUTES (Rater)

Provide narrative comments which demonstrate performance regarding organizational/strategic competencies (i.e., providing vision, motivation, and inspiration, leading and inspiring change, dealing with uncertainty and ambiguity, creating a positive environment to prepare for the future, expanding knowledge in cultural and geopolitical areas, self-awareness and recognition of impact on others, building team skills and processes, allocating the right resources, capitalizing on unified action partner assets, capitalizing on technology, accomplishing missions consistently and ethically)in the Rated NCO's current duty position. Remaining Attributes and Competencies must be addressed in the narrative. Presence as it relates to military and professional bearing, fitness, confident, and resilient. Intellect as it relates to mental agility, sound judgment, innovation, interpersonal tact, and expertise. Leads as it relates to leads others, builds trust, extends influence beyond chain of command, leads by example, and communicates. Develops as it relates to creates a positive command/workplace environment, fosters esprit de corps, prepares self, develops others, and stewards the profession. Achieves as it relates to gets results.

d. COMMENTS:

Performance NCO Evaluation Comments Continued

Comments

ncoerEvaluation.performanceObjectives.cmtTx

May enter up to five lines of text in narrative format.

Previous | Exit | Next | Save | Go to Signatures | Print Draft

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Rater Overall Performance Rating

SGM TO CSM GRADE PLATE (E9) NON-COMMISSIONED OFFICER EVALUATION REPORT
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See Privacy Act Statement in AR 623-3.

PART IV - PERFORMANCE Evaluation - PROFESSIONALISM, COMPETENCIES, AND ATTRIBUTES (Rater)

e. I currently rate 1 NCOs in this grade.

FAR EXCEEDED STANDARD	EXCEEDED STANDARD	MET STANDARD	DID NOT MEET STANDARD
○	◉	○	○

f. COMMENTS:
May enter up to four lines of text in narrative format.

Overall Performance

i. No. of NCOs currently rated in this grade
1

FAR EXCEEDED STANDARD	EXCEEDED STANDARD	MET STANDARD	DID NOT MEET STANDARD
○	◉	○	○

j. Comments
May enter up to four lines of text in narrative format.

Previous | Exit | Next | Save | Go to Signatures | Print Draft

Unclassified

Check on Learning

1. What is a reason that can prevent the User from entering comments in the APFT block?

2. Is the Rater's assessment constrained?

3. Who can view the Rater's Tendency in EES?

4. Do Raters of SGM / CSMs write their comments in bullet or narrative format?

Unclassified

Senior Rater

Print For Manual Submission | Exit | Submit to HQDA | Manage Enclosures | Delete

To edit a particular selection, choose the appropriate button below:

Rated Soldier | Rater | Senior Rater | Reviewer

Rater Enlisted Advisor | Senior Rater Enlisted Advisor

SGM TO CSM GRADE PLATE (E9) NON-COMMISSIONED OFFICER EVALUATION REPORT
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PART I - ADMINISTRATIVE DATA

a. NAME (Last, First, Middle Initial)	b. SSN (or DOD ID No.)	c. RANK	d. DATE OF RANK (YYYYMMDD)	e. PMOSC
SOLDIER, RATED		SGM	20140301	11B6O

f. UNIT, ORG., STATION, ZIP CODE OR APO, MAJOR COMMAND	g. STATUS CODE	h. UIC	i. REASON FOR SUBMISSION
HHC, 1BN, 3BDE, Fort Best, 11111, FC		WAAAAA	02 | Annual

j. PERIOD COVERED FROM (YYYYMMDD)	j. PERIOD COVERED THRU (YYYYMMDD)	k. RATED MONTHS	l. NON RATED CODES	m. NO. OF ENCLOSURES	n. RATED NCO'S EMAIL ADDRESS (.gov or .mil)
20150320	20160318	12		0	@MAIL.MIL

PART II - AUTHENTICATION

a1. NAME OF RATER (Last, First, MI)	a2. SSN (or DOD ID No.)	a3. RATER'S SIGNATURE	a4. DATE
RATER, SOLDIER'S		Why Can't I sign?	

a5. RANK PMOSC ORGANIZATION DUTY ASSIGNMENT	a6. RATER'S EMAIL ADDRESS (.gov or .mil)
LTC, 11A, HHC, 1BN, 3BDE, Battalion Commander	@MAIL.MIL

b1. NAME OF SENIOR RATER (Last, First, MI)	b2. SSN (or DOD ID No.)	b3. SENIOR RATER'S SIGNATURE	b4. DATE
RATER, SENIOR		Click Here to Sign	

b5. RANK PMOSC ORGANIZATION DUTY ASSIGNMENT	b6. SENIOR RATER'S EMAIL ADDRESS (.gov or .mil)
COL, 11A, HHC, 3BDE, Brigade Commander	@MAIL.MIL

c1. SUPPLEMENTARY REVIEW REQUIRED?	c2. NAME OF SUPPLEMENTARY REVIEWER (Last, First, MI)	c3. RANK PMOSC/BRANCH ORGANIZATION DUTY ASSIGNMENT
○ Yes ◉ No		

c4. COMMENTS ENCLOSED?	c5. SUPPLEMENTARY REVIEWER'S SIGNATURE	c6. DATE(YYYYMMDD)	c7. SUPPLEMENTARY REVIEWER'S EMAIL ADDRESS (.gov or .mil)
○ Yes ○ No			

RATED NCO: I understand my signature does not constitute agreement or disagreement with the assessments of the rater and senior rater. I further understand my signature verifies that the administrative data in Part I, the rating officials and counseling dates in Part II, the duty description in Part III, and the APFT and height/weight entries in Part IVa and IVb are correct. I have seen the completed report. I am aware of the appeals process of AR 623-3.

d1. COUNSELING DATES	INITIAL	LATER	LATER	LATER	d2. RATED NCO'S SIGNATURE	d3. DATE(YYYYMMDD)
	20150324	20150618	20150910	20151204		

Unclassified

Senior Rater Administrative Data

PART II - AUTHENTICATION (Rated Soldier's signature verifies officer has seen completed NCOER Parts I-VI and the administrative data is correct)			
b1. NAME OF SENIOR RATER (Last, First, Middle Initial) RATER, SENIOR	b2. SSN (or DOD ID No.)	b3. SIGNATURE	b4. DATE
b5. RANK PMOSC ORGANIZATION DUTY ASSIGNMENT COL, 11A, HHC, 3BDE, Brigade Commander		b6. SENIOR RATER'S EMAIL ADDRESS (.gov or .mil) @MAIL.MIL	

Senior Rater Info

b1. Senior Rater's Last Name: RATER | First Name: SENIOR | M.I. | Suffix

b2. Senior Rater's DOD ID Number ✔ — Clear DoDID

b5. Senior Rater's Rank: COL

Is the Senior Rater promotable and serving in a position authorized for the next higher grade? ○ Yes ◉ No

Senior Rater's Position: Brigade Command | Senior Rater's Organization: HHC, 3BDE

PMOSC/Branch: 11A

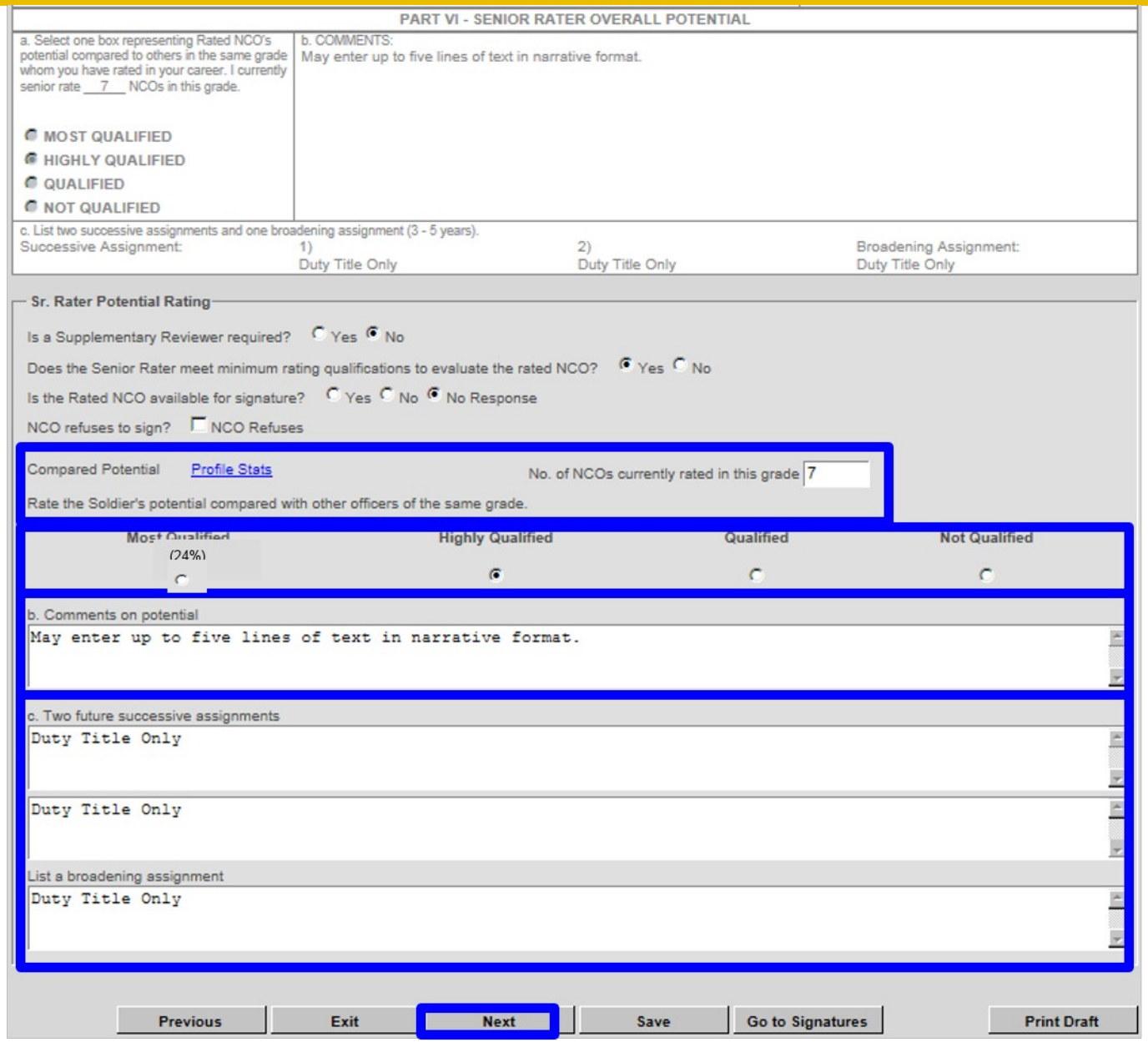
b6. Senior Rater's E-mail Address: @MAIL.MIL

Must use .gov or .mil

Exit | Next | Save | Go to Signatures | Print Draft

Unclassified

Senior Rater Potential Rating


PART VI - SENIOR RATER OVERALL POTENTIAL
a. Select one box representing Rated NCO's potential compared to others in the same grade whom you have rated in your career. I currently senior rate 7 NCOs in this grade.
MOST QUALIFIED
HIGHLY QUALIFIED
QUALIFIED
NOT QUALIFIED
b. COMMENTS:
May enter up to five lines of text in narrative format.
c. List two successive assignments and one broadening assignment (3 - 5 years).
Successive Assignment:
1) Duty Title Only
2) Duty Title Only
Broadening Assignment:
Duty Title Only
Sr. Rater Potential Rating
Is a Supplementary Reviewer required? Yes No
Does the Senior Rater meet minimum rating qualifications to evaluate the rated NCO? Yes No
Is the Rated NCO available for signature? Yes No No Response
NCO refuses to sign? NCO Refuses
Compared Potential
Profile Stats
No. of NCOs currently rated in this grade 7
Rate the Soldier's potential compared with other officers of the same grade.
Most Qualified (24%)
Highly Qualified
Qualified
Not Qualified
b. Comments on potential
May enter up to five lines of text in narrative format.
c. Two future successive assignments
Duty Title Only
Duty Title Only
List a broadening assignment
Duty Title Only
Previous
Exit
Next
Save
Go to Signatures
Print Draft

Unclassified

Check on Learning

1. What does the Senior Rater assess?

2. What could prevent a Senior Rater from rendering a “Most Qualified” assessment?

3. What can the Senior Rater comment on?

Unclassified

Content Review

Print For Manual Submission | Exit | Submit to HQDA | Manage Enclosures | Delete

To edit a particular selection, choose the appropriate button below:

Rated Soldier | Rater | Senior Rater | Reviewer

Rater Enlisted Advisor | Senior Rater Enlisted Advisor

SGM TO CSM GRADE PLATE (E9) NON-COMMISSIONED OFFICER EVALUATION REPORT
For use of this form, see AR 623-3; the proponent agency is DCS, G-1.

See Privacy Act Statement in AR 623-3.

PART I - ADMINISTRATIVE DATA

a. NAME (Last, First, Middle Initial)	b. SSN (or DOD ID No.)	c. RANK	d. DATE OF RANK (YYYYMMDD)	e. PMOSC
SOLDIER, RATED		SGM	20140301	11B6O

f. UNIT, ORG., STATION, ZIP CODE OR APO, MAJOR COMMAND	g. STATUS CODE	h. UIC	i. REASON FOR SUBMISSION
HHC, 1BN, 3BDE, Fort Best, 11111, FC		WAAAAA	02 | Annual

j. PERIOD COVERED		k. RATED MONTHS	l. NON RATED CODES	m. NO. OF ENCLOSURES	n. RATED NCO'S EMAIL ADDRESS (.gov or .mil)
FROM (YYYYMMDD)	THRU (YYYYMMDD)				
20150320	20160318	12		0	@MAIL.MIL

PART II - AUTHENTICATION

a1. NAME OF RATER (Last, First, MI)	a2. SSN (or DOD ID No.)	a3. RATER'S SIGNATURE	a4. DATE
RATER, SOLDIER'S		Why Can't I sign?	

a5. RANK PMOSC ORGANIZATION DUTY ASSIGNMENT	a6. RATER'S EMAIL ADDRESS (.gov or .mil)
LTC, 11A, HHC, 1BN, 3BDE, Battalion Commander	@MAIL.MIL

b1. NAME OF SENIOR RATER (Last, First, MI)	b2. SSN (or DOD ID No.)	b3. SENIOR RATER'S SIGNATURE	b4. DATE
RATER, SENIOR		Click Here to Sign	

b5. RANK PMOSC ORGANIZATION DUTY ASSIGNMENT	b6. SENIOR RATER'S EMAIL ADDRESS (.gov or .mil)
COL, 11A, HHC, 3BDE, Brigade Commander	@MAIL.MIL

c1. SUPPLEMENTARY REVIEW REQUIRED?	c2. NAME OF SUPPLEMENTARY REVIEWER (Last, First, MI)	c3. RANK PMOSC/BRANCH ORGANIZATION DUTY ASSIGNMENT
Yes / No		

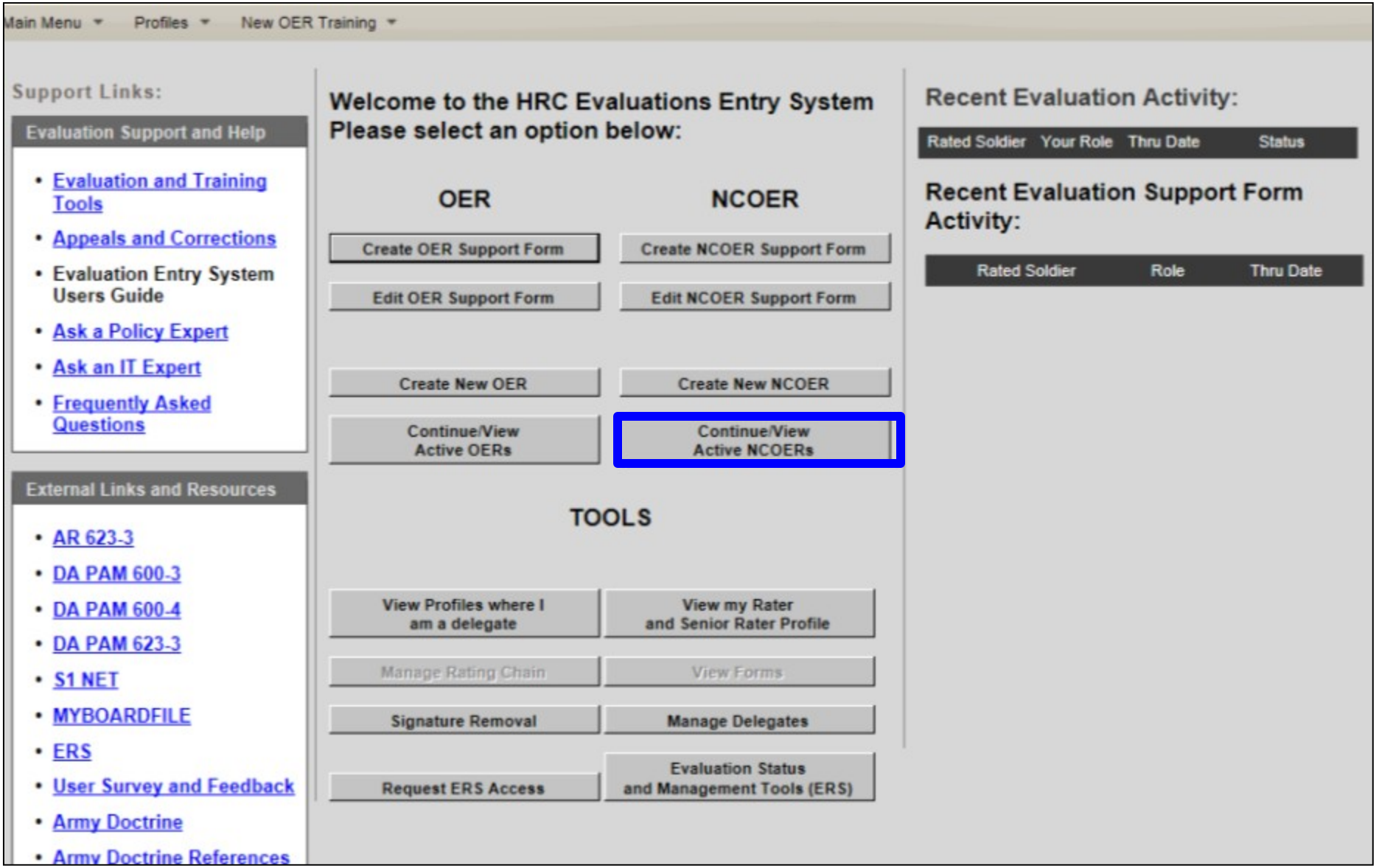
c4. COMMENTS ENCLOSED?	c5. SUPPLEMENTARY REVIEWER'S SIGNATURE	c6. DATE(YYYYMMDD)	c7. SUPPLEMENTARY REVIEWER'S EMAIL ADDRESS (.gov or .mil)
Yes / No			

RATED NCO: I understand my signature does not constitute agreement or disagreement with the assessments of the rater and senior rater. I further understand my signature verifies that the administrative data in Part I, the rating officials and counseling dates in Part II, the duty description in Part III, and the APFT and height/weight entries in Part IVa and IVb are correct. I have seen the completed report. I am aware of the appeals process of AR 623-3.

d1. COUNSELING DATES	INITIAL	LATER	LATER	LATER	d2. RATED NCO'S SIGNATURE	d3. DATE(YYYYMMDD)
	20150324	20150618	20150910	20151204		

Unclassified

EES Landing Page



Unclassified

Active NCOER List

Rated Soldier Last Name: | Rated Soldier UIC: | Eval ID: | SSN: | DOD ID Number: | OK

CLEAR FILTER

90 items found, displaying 76 to 90.

[First/Prev] 1, 2, 3, **4** [Next/Last]

EvalID	Thru Date	Rated Soldier	Signed?	Rater	Locked?	Signed?	Senior Rater	Signed?	Status	Your Role	Comments
235874	20160318	SOLDIER, RATED SGM	NO	RATER, SOLDIER'S LTC	No	NO	RATER, SENIOR COL	NO	DRAFT	SENIOR RATER	
235872	20151217	SOLDIER, RATED SSG	NO	RATER, SOLDIER'S 2LT	No	NO	RATER, SENIOR 1LT	NO	DRAFT	REVIEWER	
235864	20151110	SOLDIER, RATED SGT	NO	RATER, SOLDIER'S SSG	No	NO	RATER, SENIOR SFC	NO	DRAFT	SENIOR RATER	

Unclassified

Sign / Submit the NCOER

Print For Manual Submission | Exit | Submit to HQDA | Manage Enclosures | Delete

To edit a particular selection, choose the appropriate button below:

Rated Soldier | Rater | Senior Rater | Reviewer

Rater Enlisted Advisor | Senior Rater Enlisted Advisor

SGM TO CSM GRADE PLATE (E9) NON-COMMISSIONED OFFICER EVALUATION REPORT
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See Privacy Act Statement in AR 623-3.

PART I - ADMINISTRATIVE DATA

a. NAME (Last, First, Middle Initial)	b. SSN (or DOD ID No.)	c. RANK	d. DATE OF RANK (YYYYMMDD)	e. PMOSC
SOLDIER, RATED		SGM	20140301	11B6O

f. UNIT, ORG., STATION, ZIP CODE OR APO, MAJOR COMMAND	g. STATUS CODE	h. UIC	i. REASON FOR SUBMISSION
HHC, 1BN, 3BDE, Fort Best, 11111, FC		WAAAAA	02 | Annual

j. PERIOD COVERED		k. RATED MONTHS	l. NON RATED CODES	m. NO. OF ENCLOSURES	n. RATED NCO'S EMAIL ADDRESS (.gov or .mil)
FROM (YYYYMMDD)	THRU (YYYYMMDD)				
20150320	20160318	12		0	@MAIL.MIL

PART II - AUTHENTICATION

a1. NAME OF RATER (Last, First, MI)	a2. SSN (or DOD ID No.)	a3. RATER'S SIGNATURE	a4. DATE
RATER, SOLDIER'S		Why Can't I sign?	

a5. RANK PMOSC ORGANIZATION DUTY ASSIGNMENT	a6. RATER'S EMAIL ADDRESS (.gov or .mil)
LTC, 11A, HHC, 1BN, 3BDE, Battalion Commander	@MAIL.MIL

b1. NAME OF SENIOR RATER (Last, First, MI)	b2. SSN (or DOD ID No.)	b3. SENIOR RATER'S SIGNATURE	b4. DATE
RATER, SENIOR		Click Here to Sign	

b5. RANK PMOSC ORGANIZATION DUTY ASSIGNMENT	b6. SENIOR RATER'S EMAIL ADDRESS (.gov or .mil)
COL, 11A, HHC, 3BDE, Brigade Commander	@MAIL.MIL

c1. SUPPLEMENTARY REVIEW REQUIRED?	c2. NAME OF SUPPLEMENTARY REVIEWER (Last, First, MI)	c3. RANK PMOSC/BRANCH ORGANIZATION DUTY ASSIGNMENT
○ Yes ◉ No		

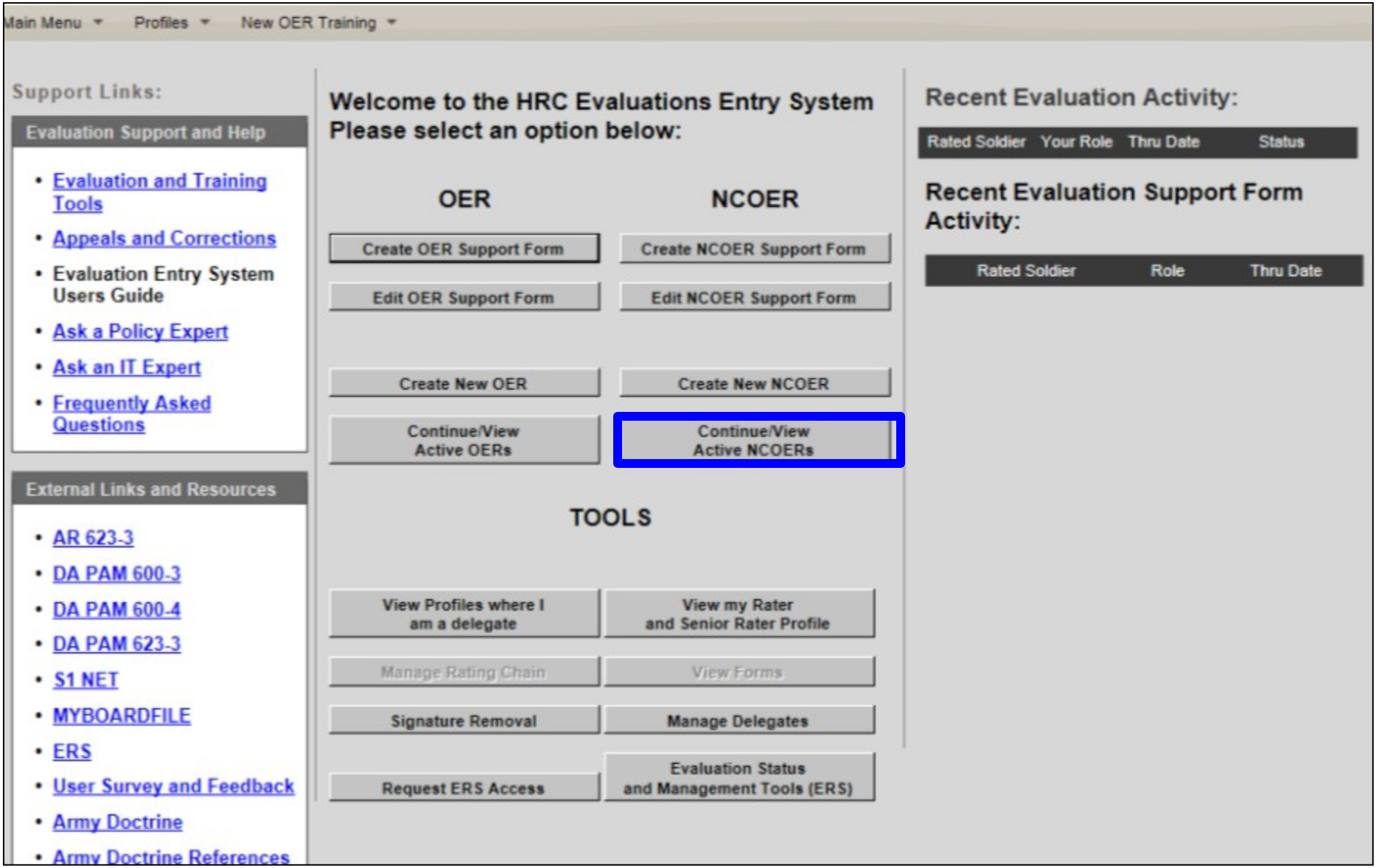
c4. COMMENTS ENCLOSED?	c5. SUPPLEMENTARY REVIEWER'S SIGNATURE	c6. DATE(YYYYMMDD)	c7. SUPPLEMENTARY REVIEWER'S EMAIL ADDRESS (.gov or .mil)
○ Yes ○ No			

RATED NCO: I understand my signature does not constitute agreement or disagreement with the assessments of the rater and senior rater. I further understand my signature verifies that the administrative data in Part I, the rating officials and counseling dates in Part II, the duty description in Part III, and the APFT and height/weight entries in Part IVa and IVb are correct. I have seen the completed report. I am aware of the appeals process of AR 623-3.

d1. COUNSELING DATES	INITIAL	LATER	LATER	LATER	d2. RATED NCO'S SIGNATURE	d3. DATE(YYYYMMDD)
	20150324	20150618	20150910	20151204		

Unclassified

EES Landing Page



Unclassified

Active NCOER List

Rated Soldier Last Name: | Rated Soldier UIC: | Eval ID: | SSN: | DOD ID Number: | OK

CLEAR FILTER

90 items found, displaying 76 to 90.

[First/Prev] 1, 2, 3, **4** [Next/Last]

EvalID	Thru Date	Rated Soldier	Signed?	Rater	Locked?	Signed?	Senior Rater	Signed?	Status	Your Role	Comments
235874	20160318	SOLDIER, RATED SGM	NO	RATER, SOLDIER'S LTC	No	NO	RATER, SENIOR COL	NO	DRAFT	SENIOR RATER	
235872	20151217	SOLDIER, RATED SSG	NO	RATER, SOLDIER'S 2LT	No	NO	RATER, SENIOR 1LT	NO	DRAFT	REVIEWER	
235864	20151110	SOLDIER, RATED SGT	NO	RATER, SOLDIER'S SSG	No	NO	RATER, SENIOR SFC	NO	DRAFT	SENIOR RATER	

Common Status Categories

- Draft – still with unit / has not been submitted to HQDA
- Submitted – unit has submitted to HQDA
- w / Examiner – NCOER has been assigned to an Examiner
- Returned – Examiner returned NCOER to unit for corrections
- Submitted to IPERMS – submitted by HRC to Soldier's Record
- Thru Date Submitted – Last NCOER's Thru Date updated on ERB
- Rejected – HQDA rejected NCOER (mostly duplicate reports)

Unclassified

Check on Learning

1. How does the user access a NCOER in order to review it?

2. In what order must the NCOER be signed?

3. Who can submit a NCOER to HQDA?

4. How can the user track an NCOER’s status in EES?

Unclassified

Summary

- Accessing EES
- Landing Page
- Initiating NCOER
- Administrative Data
- Performance Evaluation
- Potential Evaluation
- Editing NCOER
- Signing and Submitting NCOER
- Status Tracking

Unclassified

Questions

Ask an IT Expert:
usarmy.knox.hrc.mbx.it-help-desk@mail.mil

Unclassified

Practical Exercise

Scenario 1

Use Team Members' DOD ID for each appropriate role.

Rated NCO				
Rank:	**SGM**		**Zip or APO:**	**11223**
PMOSC:	**19Z6O**		**Major Command:**	**US Army Forces Command**
Promotable:	**"No"**		**Component:**	**Army Reserve**
Next Higher Grade:	**"No"**		**UIC:**	**WAAAAA**
Frocked Info:	**"No"**		**Reason for Submission:**	**Change of Rater**
Unit Org:	**HHC, 2BN, 1BDE**		**From Date:**	**20141101**

Rating Officials			
	Rater	**Senior Rater**	**Supplementary Reviewer**
Rank:	**MAJ**	**LTC**	**N/A**
PMOSC:	**11A**	**11A**	**N/A**
Unit Org:	**HHC, 2BN, 1BDE**	**HHC, 2BN, 1BDE**	**N/A**
Station:	**Fort Awesome**	**Fort Awesome**	**N/A**
Duty Assignment:	**Battalion S3**	**Battalion Commander**	**N/A**
Promotable:	**"No"**	**"No"**	**N/A**

Unclassified

Scenario 2

Use Team Members' DOD ID for each appropriate role.

Rated NCO				
Rank:	**CSM**		**Zip or APO:**	**77777**
PMOSC:	**68Z6O**		**Major Command:**	**US Army Forces Command**
Promotable:	**"No"**		**Component:**	**Army Reserve**
Next Higher Grade:	**"No"**		**UIC:**	**WAAAAA**
Frocked Info:	**"No"**		**Reason for Submission:**	**Change of Rater**
Unit Org:	**Best Medical Care**		**From Date:**	**20151101**

Rating Officials			
	Rater	**Senior Rater**	**Supplementary Reviewer**
Rank:	**COL**	**COL**	**N/A**
PMOSC:	**67A**	**67A**	**N/A**
Unit Org:	**Best Medical Care Around**	**Best Medical Care Around**	**N/A**
Station:	**Fort Best Care**	**Fort Best Care**	**N/A**
Duty Assignment:	**Commander**	**Deputy Regional Commander**	**N/A**
Promotable:	**"No"**	**"No"**	**N/A**

Scenario 3

Use Team Members' DOD ID for each appropriate role.

Rated NCO			
Rank:	**SGM**	**Zip or APO:**	**54321**
PMOSC:	**19Z6O**	**Major Command:**	**US Army Forces Command**
Promotable:	**"No"**	**Component:**	**Army Reserve**
Next Higher Grade:	**"No"**	**UIC:**	**WAAAAA**
Frocked Info:	**"No"**	**Reason for Submission:**	**Annual**
Unit Org:	**HHC, 1BDE**	**From Date:**	**20150101**

Rating Officials			
	Rater	**Senior Rater**	**Reviewer**
Rank:	**LTC**	**COL**	**N/A**
PMOSC:	**11A**	**11A**	**N/A**
Unit Org:	**HHC, 1BDE**	**HHC, 1BDE**	**N/A**
Station:	**Fort Wish You Were Here**	**Fort Wish You Were Here**	**N/A**
Duty Assignment:	**BDE S3**	**BDE Commander**	**N/A**
Promotable:	**"No"**	**"No"**	**N/A**

Scenario 4 (Administrative Data)

Use Team Members' DOD ID for each appropriate role.

Rated NCO			
Rank:	**CSM**	**Zip or APO:**	**98765**
PMOSC:	**25Z6O**	**Major Command:**	**US Army Training Command**
Promotable:	**"No"**	**Component:**	**Regular Army**
Next Higher Grade:	**"No"**	**UIC:**	**WAAAAA**
Frocked Info:	**"No"**	**Reason for Submission:**	**Annual**
Unit Org:	**HHC, 2 SC BN, 2 SC**	**From Date:**	**20150218**

Rating Officials			
	Rater	**Senior Rater**	**Supplementary Reviewer**
Rank:	**LTC**	**COL**	**N/A**
PMOSC:	**25A**	**25A**	**N/A**
Unit Org:	**HHC, 2 SC BN, 2 SC BDE**	**HHC, 2 SC BDE**	**N/A**
Station:	**Fort Wonderful**	**Fort Wonderful**	**N/A**
Duty Assignment:	**Battalion Commander**	**Brigade Commander**	**N/A**
Promotable:	**"No"**	**"No"**	**N/A**

Scenario 4 (Parts III, IV & V)

Part III (Rater)			
Block a.	Battalion CSM		
Block b.	25Z60		
Block c.	May enter up to seven lines of text; Separate Daily Duties by semi-colons		
Block d.	May enter up to two lines of text; Areas of Special Emphasis separated by semi-colons		
Block e.	May enter up to two lines of text; Appointed Duties separated by semi-colons		
Part IV (Rater)			
Block a.	"Pass"	"20151115"	
Block b.	"Rated NCO's" HT / WT	"Yes"	o May enter up to five lines of text
Block c.	"Met Standard"	May enter up to five lines of text arranged in narrative format	
Block d.	May enter up to five lines of text arranged in narrative format		
Block e.	1	"Exceeded Standard"	
Block f.		May enter up to four lines of text arranged in narrative format	
Part V (Senior Rater)			
Block a.	4	"Highly Qualified"	
Block b.	May enter up to five lines of narrative assessing the Rated NCO's potential for promotion, schooling and continued service.		
Block c.	Duty Title Only	Duty Title Only	Duty Title Only

Scenario 5 (Administrative Data)

Use Team Members' DOD ID for each appropriate role.

Rated NCO				
Rank:	**CSM**		**Zip or APO:**	**88888**
PMOSC:	**68Z6O**		**Major Command:**	**US Army Medical Command**
Promotable:	**"No"**		**Component:**	**Regular Army**
Next Higher Grade:	**"No"**		**UIC:**	**WAAAAA**
Frocked Info:	**"No"**		**Reason for Submission:**	**Change of Rater**
Unit Org:	**Awesome Medical**		**From Date:**	**20150317**

Rating Officials			
	Rater	**Senior Rater**	**Supplementary Reviewer**
Rank:	**COL**	**BG**	**N/A**
PMOSC:	**67A**	**GO**	**N/A**
Unit Org:	**Awesome Medical CMD**	**Best Regional MED CMD**	**N/A**
Station:	**Fort Most Awesome**	**Fort Here We Are**	**N/A**
Duty Assignment:	**Commander**	**Regional Commander**	**N/A**
Promotable:	**"No"**	**"No"**	**N/A**

Scenario 5 (Parts III, IV & V)

Part III (Rater)			
Block a.	**Awesome Medical CMD CSM**		
Block b.	**68Z6O**		
Block c.	**May enter up to seven lines of text; Separate Daily Duties by semi-colons**		
Block d.	**May enter up to two lines of text; Areas of Special Emphasis separated by semi-colons**		
Block e.	**May enter up to two lines of text; Appointed Duties separated by semi-colons**		
Part IV (Rater)			
Block a.	**“Pass”**	**“20150625”**	
Block b.	**“Rated NCO’s” HT / WT**	**“Yes”**	**o May enter up to five lines of text**
Block c.	**“Met Standard”**	**May enter up to five lines of text arranged in narrative format**	
Block d.	**May enter up to five lines of text arranged in narrative format**		
Block e.	**2**	**“Exceeded Standard”**	
Block f.		**May enter up to four lines of text arranged in narrative format**	
Part V (Senior Rater)			
Block a.	**11**	**“Highly Qualified”**	
Block b.	**May enter up to five lines of narrative assessing the Rated NCO’s potential for promotion, schooling and continued service.**		
Block c.	**Duty Title Only**	**Duty Title Only**	**Duty Title Only**

Scenario 6 (Administrative Data)

Use Team Members' DOD ID for each appropriate role.

Rated NCO				
Rank:	**SGM**		**Zip or APO:**	**33333**
PMOSC:	**11Z6O**		**Major Command:**	**National Guard JFHQ - State**
Promotable:	**"No"**		**Component:**	**National Guard**
Next Higher Grade:	**"No"**		**UIC:**	**WAAAAA**
Frocked Info:	**"No"**		**Reason for Submission:**	**Annual**
Unit Org:	**2d to None State**		**From Date:**	**20150510**

Rating Officials			
	Rater	**Senior Rater**	**Supplementary Reviewer**
Rank:	**LTC**	**COL**	**N/A**
PMOSC:	**35A**	**11A**	**N/A**
Unit Org:	**2d to None State**	**2d to None State**	**N/A**
Station:	**2d to None State Capital**	**2d to None State Capital**	**N/A**
Duty Assignment:	**Emergency Services LNO**	**Chief of Emergency OPs**	**N/A**
Promotable:	**"No"**	**"No"**	**N/A**

Scenario 6 (Parts III, IV & V)

Part III (Rater)			
Block a.	Interagency Liaison		
Block b.	11Z6O		
Block c.	May enter up to seven lines of text; Separate Daily Duties by semi-colons		
Block d.	May enter up to two lines of text; Areas of Special Emphasis separated by semi-colons		
Block e.	May enter up to two lines of text; Appointed Duties separated by semi-colons		
Part IV (Rater)			
Block a.	“Pass”	“20150925”	
Block b.	“Rated NCO’s” HT / WT	“Yes”	o May enter up to five lines of text
Block c.	“Met Standard”	May enter up to five lines of text arranged in narrative format	
Block d.	May enter up to five lines of text arranged in narrative format		
Block e.	1	“Exceeded Standard”	
Block f.		May enter up to four lines of text arranged in narrative format	
Part V (Senior Rater)			
Block a.	3	“Highly Qualified”	
Block b.	May enter up to five lines of narrative assessing the Rated NCO’s potential for promotion, schooling and continued service.		
Block c.	Duty Title Only	Duty Title Only	Duty Title Only